

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

Peregrine Risk Management is committed to providing so far as is reasonably practicable, a working environment that is safe and without risk to health for all its employees, contractors and third parties through the effective implementation regards health, safety and environmental policies and procedures. We do not accept any compromise in terms of HSE performance at any time, even in the most difficult of surroundings.

Peregrine Risk Management fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Directors to ensure that the following policy is implemented and to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

MANAGEMENT RESPONSIBILITIES

Directors

The Directors have overall responsibility for the implementation of the Company's policy. They are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Head of Compliance

The Head of Compliance is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Head of Compliance is responsible for:

- The production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy.
- Its application.
- Monitoring and reporting on the effectiveness of the policy.
- The provision of general advice about the implication of the law.
- The identification of health and safety training needs. The Head of Compliance also acts on behalf of the Director's, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies.
- The production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.

CONTRACTORS RESPONSIBILITIES

Inform Peregrine of any information, instruction on anything that may affect health and safety.

The contractors/subcontractors aware of our health and safety procedures and policies and where to access them.

Inform Peregrine Risk Management of any accidents and incidents related to HSE for investigation.

Always ensure when working for the company they follow the HSE risk assessments available regarding H&S hazards and risks appertaining to their role.

Following any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.

HEALTH AND SAFETY MANAGEMENT PROCESS

Peregrine Risk Management believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act 1974 associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted to Directors by the Head of Compliance.

If unpredictable health and safety issues arise during the year, the Head of Compliance must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

It is the policy of Peregrine Risk Management to require the Head of Compliance to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the company and the work organised within it.

Suggested model contents of a guideline are:

- A clear statement of the role of the company.
- Regulations governing the work of the company.
- Clear reference to safe methods of working.

- Information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid provisions.
- Training standards.
- The role and identity of the Head of Compliance.
- The Director responsible for organisation and control of work.
- Accident reporting procedures.
- Departmental safety rules.
- Fire procedures.
- Policies agreed by the Company.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS

ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

It is the policy of Peregrine Risk Management to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- Standards laid down in the policy.
- Departmental guidelines.
- Relevant regulations.
- Environmental factors.
- Attitudes.
- Instructions.
- Methods of work.
- Contingency plans.
- Recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the Company for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Directors and will be carried out and supported by the Head of Compliance.

It is the Head of Compliance's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is incumbent on all to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with or reported to the Head of Compliance.

The Directors and Head of Compliance have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions

5. Review the assessment and update when necessary

SAFETY REPRESENTATIVES

Peregrine Risk Management will support all employees and sub-contractors in carrying out their role and give all reasonable assistance. The Head of Compliance will be encouraged to discuss specific health and safety issues. All employees and sub-contractors may also formally report hazardous or unsafe circumstances to the Head of Compliance and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

TRAINING

Health and Safety training shall be incorporated within training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- Training and access to information to equip them with an understanding of the policies and procedures in the Security Management System, and the role and purpose of safety representatives.
- Access to information to acquaint all employees and sub-contractors with the main provisions of the law and its practical implication, the main features of this policy and key safety rules.
- Dissemination of information at all levels to acquaint them fully with new requirements and hazards.

RECORDS, STATISTICS AND MONITORING

The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Head of Compliance, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with all, at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Director's.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Director's as delegated to the Head of Compliance.

SPECIALIST ADVISORY BODIES

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the Head of Compliance from expert individuals or bodies outside the Company.

THE OCCUPATIONAL HEALTH SERVICE

It is the policy of the Company to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and checking of employment medicals.

FIRST AID

It is the policy of the Company to ensure that employees and sub-contractors have appropriate First Aid in accordance with the First Aid Regulations (1982). The Director of Operations is responsible for ensuring the Regulations are implemented and the Head of Compliance for identifying training needs where applicable. A First Aid needs Assessment shall be carried out by the Head of Compliance.

FIRE

The shared company offices have a management company representative responsible for nominated fire officers and these are displayed in the Peregrine Risk Management premises.

The Office Management Fire Officer will:

- Report and advise on the standard of fire safety in the Office complex premises and the standard of fire training of its staff.
- Undertake overall responsibility for fire training.
- Assist in the investigation of all fires in the Office complex premises and to submit reports of such incidents.
- An Office complex Fire Risk assessment and Fire safety certificate is available and Peregrine Risk Management have identified specific fire hazards in their internal Risk Assessments.

CONDEMNATION AND DISPOSAL OF EQUIPMENT

Procedures for the, condemnation and disposal of equipment which is limited in regard to Peregrine Risk Management are determined by the Director of Operations. New equipment should have such equipment checked initially by the Head of Compliance where appropriate.

FOOD HYGIENE

The Office complex Management Managers who have responsibility for food acquisition, storage. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported by the Office Complex Management to Peregrine Risk Management Head of Compliance.

LIFTING AND HANDLING

The Head of Compliance is responsible for informing on safe lifting techniques. The Head of Compliance will ensure that safe lifting and handling is carried out where required by employees of Peregrine Risk Management although this is normally carried out by the Office Complex Management company.

NON-SMOKING ON COMPANY PREMISES

Peregrine Risk Management policy is that there will be no smoking in its Office. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and

chronic disability. The rules relating to smoking on Company premises are covered in the Smoking Policy. These rules also extend to e-cigarettes / vaping.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Office Complex Management representatives must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance which may affect the employees, sub-contractors and visitors of Peregrine Risk Management.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'.

CONTROL OF WORKING TIME

Peregrine Risk Management is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. The Management of Health and Safety at Work Regulations 1999 are the main instrument for risk assessment and management systems to control fatigue. The Working Time Regulations 1998 are of some relevance to managing fatigue (see OC1/6) with assessments for night workers, 48-hour weeks (with opt out).

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

The Health and Safety at Work Act 1974 requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be enough. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

Persons working in Peregrine Risk Management premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work.

VISITORS AND MEMBERS OF THE PUBLIC

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform Peregrine Risk Management staff. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

CONTRACTORS

The Office complex Management are to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in its office complex and in the Peregrine Risk Management Office will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Management Companies Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors by the Office complex management in a contract document issued to them. Authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk can be taken by any member of Peregrine Risk Management who judges there is a risk where contractors are working they should inform the Office Complex management representative immediately.

The Office complex Management should ensure that Contractors are asked to confirm they have a written Health, Safety and Welfare Policy.

Director: **James Lawrence** SIGNED:  _____

This Health and Safety Policy is available to all personnel including visitors and contractors. All employees are encouraged to read it and communicate any query to the Directors. A copy of the Health and Safety Policy can also be obtained on request (to any interested parties) from our Head Office.

Peregrine

Risk Management



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